



December 2, 2016

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R. SCOTT SHALLEY
EXECUTIVE DIRECTOR

Mr. Doug Gable, President
Florida Association of County Engineers
Transportation Engineer, Polk County
3000 Sheffield Rd., Bldg. 29000
Winter Haven, FL 33880

Re: Letter Agreement with Florida Association of County Engineers and
Roadway Superintendents

Dear Mr. Gable:

This letter is intended to formalize an updated services agreement between the Florida Association of County Engineers and Roadway Superintendents ("FACERS") and the Florida Association of Counties ("FAC"). This update was discussed by the FACERS Revenue Generating Committee and included its recommendations to the Board of Directors during several meetings in 2016.

FAC has agreed to provide certain expanded administrative, financial and scheduling services to FACERS on a continuing basis. In exchange, FACERS has agreed to make payment as reimbursement for the cost of providing those services. The services to be provided by FAC to FACERS on an annual basis are attached hereto as Attachment 1. On July 1, 2017, FAC will provide an annual invoice to FACERS for ten (10%) percent of the total amount of revenues that FACERS received for FACERS' dues, fees, sponsorships, and all other non-NACE revenues, for the preceding twelve (12) months.

FAC is looking forward to its continued outstanding relationship with FACERS and is excited about this expansion of the joint venture.

Please feel free to call me or Ginger Delegal, FAC Deputy Executive Director, if you have any questions. Please sign the letter in the space provided below, keep a copy for yourself and return a copy to me.

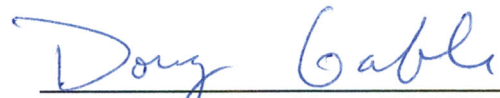
Again, thank you,

Sincerely,



R. Scott Shalley
Executive Director

AGREED and ACCEPTED to this 2nd day of December, 2016.



Doug Gable, President, FACERS

Enclosure

cc: Anna Doughty, Director of Finance and Administration
Ginger Delegal, Deputy Executive Director

FAC/FACERS ADMINISTRATIVE SUPPORT SCOPE OF SERVICES

The Florida Association of Counties (FAC) will provide the following support services to the Florida Association of County Engineers and Roadway Superintendents (FACERS):

ACCOUNTING SUPPORT:

Cash Receipts

- Prepare daily deposit slip
- Make copies of deposit slip and checks for internal records
- Record deposits in check register spreadsheet
- Record deposit in revenue spreadsheet accordingly (ie: Dues, Sponsorship, Registration)
- Give copy of deposit to Database Assistant for input into FAC database

Accounts Payable

- Prepare letter to Treasurer for payment approval
- Email letter, invoice, and back-up to Treasurer requesting payment approval
- Prepare checks upon receipt of payment approval
- Record checks in check register spreadsheet
- Record checks in expense spreadsheet
- Mail checks

Board Services

- Certain committee support as requested
- Meeting planning services
- Preparation of Newsletter
- Preparation of Board agendas and agenda packets

Invoices/Accounts Receivable

- Annual Dues – Email letter from president and invoice to previous year's members and identified non-members. Collection of dues in accordance with previously detailed cash receipts (including credit card option for dues payment)

Reporting

- Statement of Cash Flows
- Check Register
- Deposit Summary
- Expense Summary

Banking Relationship

- Balance monthly statements
- Assist in negotiation of fees
- Update signature cards/corporate resolutions

Order checks/deposit slips

Miscellaneous Duties

Prepare Tax ID Certification Requests for counties and vendors

Prepare introduction/procedure letters to incoming Treasurers

Provide miscellaneous support/research as needed

ADMINISTRATIVE SUPPORT

Database

Maintain membership information

Maintain list of prospective members

Reconcile membership information to accounting records

General

Facilitate membership communications

Maintain critical records including meeting minutes, financial statements, contracts, etc.

Create and update FACERS page on FAC website and include links to FACERS site (maintained by UF's LTAP Center)

Update Uniform Business Report (Annual Corporate Report) and serve as registered agent